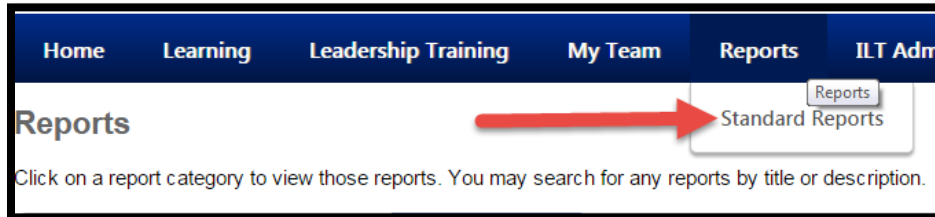


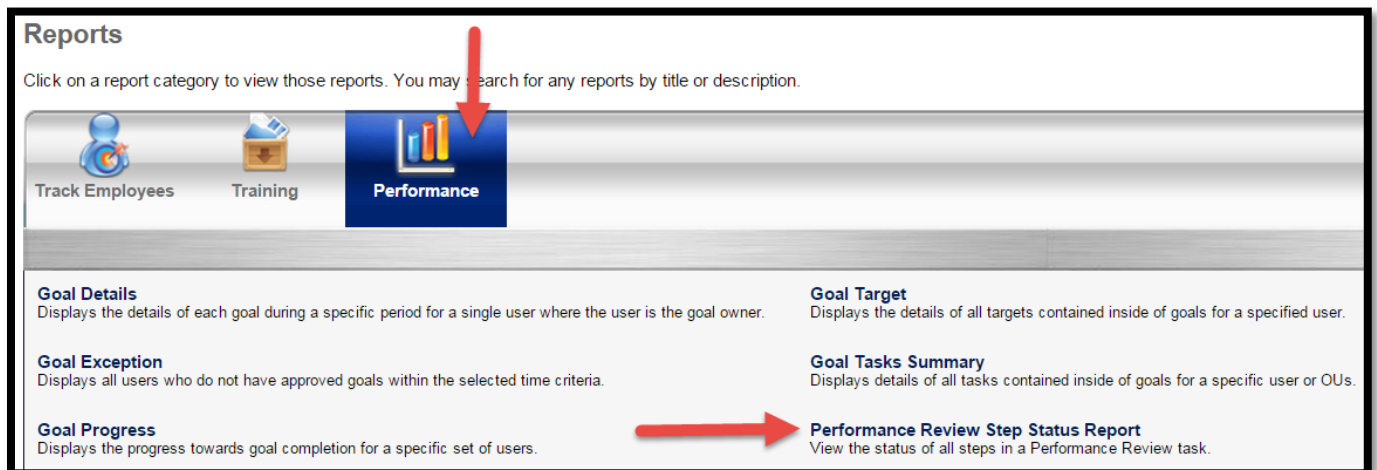
PERFORMANCE REVIEW STATUS REPORT FOR SUPERVISORS

Description: This report provides a supervisor with the status of a Performance Review for all employees in their supervisory chain.


1. Select **STANDARD REPORTS** from the top menu.

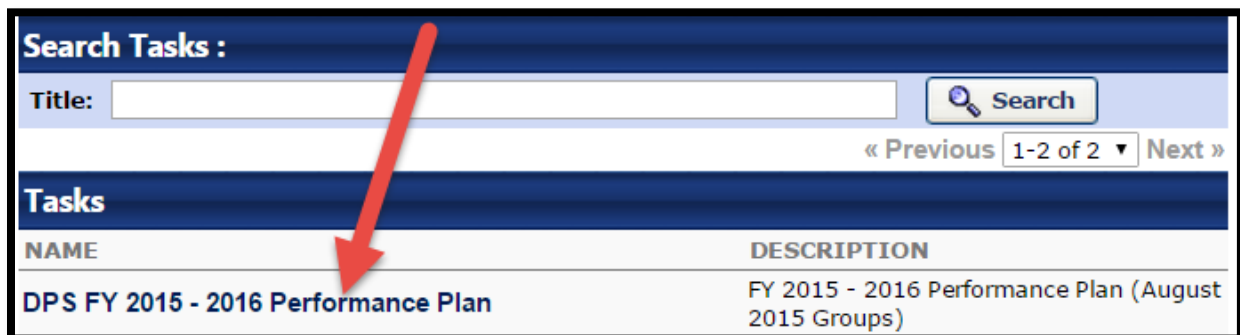


2. From the Performance tab select **PERFORMANCE REVIEW STEP STATUS REPORT**



3. Leave the User Criteria field blank.

4. For the Performance Review Task click the  to choose the Performance Review for your section/division.



5. Click **EXPORT TO EXCEL**

Report Criteria

View the status of all steps in a Performance Review task.

USER CRITERIA

User Criteria: The availability criteria that you select will only include emp
Select Criteria

ADVANCED FILTERS

Performance Review Task: DPS FY 2015 - 2016 Performance Plan

Display: 1 of 1

OUTPUT

Printable Version Export to Excel

6. The report will open in Excel.